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Minutes - Public Records Board - Records Management Committee Meeting  
Tuesday, October 14, 2014; 1:00 - 4:00 PM  
Legislative Audit Bureau Conference Room

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Committee Members Present: Mary Burke, Helmut Knies, Bryan Naab

- 1) **Call to order:** 1:32 PM
- 2) **Approval of Minutes:** The minutes from July 15, 2014 were approved as submitted. Mary Burke/Helmut Knies.
- 3) **RDA Review:** There was discussion on the RDA submissions from both state agencies and local governments. Some will be sent back to the submitting party with guidance and suggestions from committee members regarding clarifications or amendments.

The Information Technology and Related Records General Schedule (IT GRS) was submitted for renewal. Several members of the IT GRS workgroup were present to address questions. The Committee recognized and appreciated the hard work of the workgroup.

- 4) **GS Update:**
  - a) **GRS Template & Introduction Committee:** Georgia Thompson overviewed the drafts of the new General Records Schedule template and revised General Records Schedule Introduction which was provided for the Committee's review prior to the meeting. The Committee members requested a few changes. The revised drafts will be moved forward to the Public Records Board meeting on November 10, 2014.
  - b) **Destroy Confidential Updates:** Georgia Thompson noted that she will be reviewing and updating existing General Records Schedules for consistency regarding the notations of "destroy" vs. "destroy confidential". She reminded the Committee that this type of update was approved earlier in the year as part of the changes the Executive Secretary could make without Board approval. The Committee agreed that updating these notations is a good idea.
- 5) **Other Business:**
  - a) **Systems Applications and Records Retention:** Dawn Bluma and Joyce Endres, both with the Department of Workforce Development, overviewed the draft documents which were provided for the Committee's review prior to the meeting. As requested by the Committee earlier in the year they created a document to assist Committee members while reviewing RDA submissions that include system application records. Additionally, they drafted a document to assist Record Officers when they are drafting RDAs that include system applications. The Committee thanked Dawn and Joyce for their efforts and appreciated the work that went in to both documents. They had a few questions and suggested some edits. These documents are for the Committee members only and will not be forwarded to the Board.

- b) **PRB-001:** Georgia Thompson overviewed the draft document provided to the Committee prior to the meeting. This draft incorporates revisions which will clarify if a RDA contains Personally Identifiable Information (PII) relevant to the PII registry that the Board is statutorily required to maintain. Additionally, a revision was made to clearly require justification when an RDA has a permanent retention requested. The Committee discussed the draft and suggested a few revisions. The revised draft will be moved forward to the Public Records Board meeting on November 10, 2014.
- c) **Training Materials:** Abbie Norderhaug overviewed the training materials the Record Officer Council workgroup provided to the Committee members prior to the meeting. The Committee was impressed with the quality of both the single page fact sheets and the PowerPoint presentations developed. The members discussed the drafts and suggested a few final edits. The revised drafts will be moved forward to the Public Records Board meeting on November 10, 2014.

Meeting adjourned at 4:20 PM.

Next meeting: to be determined.